



Flow chart of contract documentation for residential property transactions in order of PRESENTING to buyers

****Refer to the note below for additional PAMD obligations in regards to directing the buyer's attention to required documents.**

Hand Delivered

1. the PAMD Form 30c Warning Statement*
2. the BCCM Form 14 Information Sheet (if a unit sale)*
3. the proposed contract or fully signed contract*
4. the BCCM Section 206 Disclosure Statement, if not already signed by the buyer (if a unit sale)
5. the PAMD Form 27c Selling Agent's Disclosure to a Buyer, signed by the agent (if not already signed by the buyer)
6. the Buyer's Acknowledgement
7. any other documents required

Posted/Couriered

1. the PAMD Form 30c Warning Statement*
2. the BCCM Form 14 Information Sheet (if a unit sale)*
3. the proposed contract or fully signed contract*
4. the BCCM Section 206 Disclosure Statement, if not already signed (if a unit sale)
5. the PAMD Form 27c Selling Agent's Disclosure to a Buyer, signed by the agent (if not already signed by the buyer)
6. the Buyer's Acknowledgement
7. any other documents required

Facsimile

1. the single page fax cover sheet directing the buyer's attention to the PAMD Form 30c, BCCM Form 14 Information Sheet (if a unit sale) and contract
2. the PAMD Form 30c Warning Statement
3. the BCCM Form 14 Information Sheet (if a unit sale)
4. the proposed contract or fully signed contract
5. the BCCM Section 206 Disclosure Statement, if not already signed by the buyer (if a unit sale)
6. the PAMD Form 27c Selling Agent's Disclosure to a Buyer
7. the Buyer's Acknowledgement
8. any other documents required

Email (3 separate emails)

1. the PAMD Form 27c Selling Agent's Disclosure to a Buyer, signed by the agent (if not already signed by the buyer)
1. the PAMD Form 30c Warning Statement #
2. the BCCM Form 14 Information Sheet (if a unit sale) #
3. the proposed contract or fully signed contract #
4. the BCCM Section 206 Disclosure Statement, if not already signed by the buyer (if a unit sale) #
1. the Buyer's Acknowledgement
2. any other documents required

* Documents must be physically attached together with the PAMD Form 30c appearing as the first or top sheet.

** Agents must direct the buyer's attention to the PAMD 30c Warning Statement, the BCCM Form 14 Information Sheet (if a unit sale), the relevant contract and the BCCM Section 206 Disclosure Statement (if a unit sale) in accordance with the Property Agents and Motor Dealers Act 2000. This direction must be given to the buyer at all times throughout the negotiation process; from the initial presentation through to the acceptance of a contract and again when delivering the fully signed contract to the buyer. The direction can be provided to the buyer verbally or in writing however it is recommended that agents have written evidence of the direction given to the buyer and written evidence of each procedure using the REIQ best practice Buyer's Acknowledgement document. In light of recent decisions of the Supreme court, the Institute recommends that agents have a new PAMD Form 30c signed each time the buyer is required to sign or initial contracts during the course of negotiations. A new Buyer's Acknowledgment should also be signed each time a buyer is required to sign a new PAMD Form 30c.

These documents must be protected from unauthorised change such as password protected or encrypted.